

I. GENERAL INFORMATION

1. SOLICITATION NUMBER:	72066921R00005
2. ISSUANCE DATE:	August 19, 2021
3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:	September 10, 2021
4. POINT OF CONTACT:	LiberiaHR@usaid.gov
5. POSITION TITLE:	Senior Acquisition and Assistance Specialist
6. MARKET VALUE:	GS-13 (\$79,468 - \$103,309) GS-14 (\$93,907 - \$122,077) Final compensation will be negotiated within the listed market value based on qualifications and experience.
7. PERIOD OF PERFORMANCE:	The period of performance is one year, with four - one-year options.
8. PLACE OF PERFORMANCE:	Remote Telework from home of record
9. ELIGIBLE OFFERORS:	United States Citizens (including Permanent Residents) and Third Country (non-US, non-Liberian) Nationals
10. SECURITY LEVEL REQUIRED:	As an employment pre-condition, the successful applicant is required to obtain Moderate Risk Public Trust (MRPT) access authorization

11. STATEMENT OF DUTIES:**1) General Statement of Purpose of Contract:**

The Office of Acquisition and Assistance (OAA) plays a pivotal role in the successful execution of USAID/Liberia Strategic Goals and Objectives through the planning, solicitation, award, and administration of contracts and agreements. OAA staff includes experienced Contracting/Agreement Officers (CO/AO), US and Third Country National Personal Services Contractors (US/TCNPSC), and Cooperating Country Nationals (CCNs), all of whom work with the technical teams to develop, award, and administer programs. The incumbent is the primary assistant and team leader to the Contracting Officer assisting USAID/Liberia Development Objective Teams (DOTs) with achieving implementation results and DO goals and objectives. The incumbent works independently on activity design and implementation of Acquisition and Assistance (A&A) assignments and is responsible for a wide range of A&A actions of all types. The incumbent must be able to apply professional procurement skills for any sector, program and is expected to fulfill a leadership, training, and mentoring in a

supervisory role for USAID/Liberia CCN employees. The incumbent is also required to work with multiple U.S. and host government entities and cross-cultural issues.

The Contract Specialist is a key assistant to the Contracting/Agreement Officer and team leader for specific A&A actions within the Liberia OAA. The incumbent is readily able to apply comprehensive US Government contracting experience (either directly or via private industry experience performing US Government contracts at the prime and/or subcontract level) to a full range of Acquisition and Assistance challenges. The incumbent does this by applying high-level Acquisition and Assistance knowledge, skills and abilities while working as independently as possible on activity design and implementation related to Acquisition and Assistance assignments.

Responsibilities involve a wide range of Acquisition and Assistance actions, including a preponderance of complex actions, e.g., term, award fee, or completion cost-type contracts, task orders, international and interagency agreements, grants, and cooperative agreements. The incumbent is responsible for all pre-award and post-award functions involving highly complex negotiated procurements of significant importance to the Agency. Requirements of the contracts, grants, cooperative agreements, and inter-agency agreements are typically highly specialized and involve complex systems or sensitive international programs.

USAID/Liberia has a varied and complex country program having multi-tens or hundreds of million-dollar Acquisition and Assistance actions, very complex multi-sector programs with numerous projects, high funding levels, and significant infrastructure work. Besides being able to apply professional procurement skills through all manner of Acquisition and Assistance instruments, the incumbent will be expected to deal with multiple US and host government entities, not to mention the complications of cross-cultural business dealings.

2) Statement of Duties to be Performed:

The incumbent serves in a Team Member and is an advisor for a broad range of USAID/Liberia Acquisition and Assistance activities, to include high dollar, complex competitive procurement actions, but also assistance (grants and cooperative agreements), modifications, delivery and purchase orders, interagency agreements and supply schedule or other related actions. The incumbent exercises leadership skills in conducting technically proficient procurement and assistance, fully complying with all relevant laws, regulations and procedures, and performing in a positive, team and customer-oriented manner. The incumbent has a formal decision-making authority in the many aspects of the broad areas of acquisition and assistance.

1. Pre-Award Expertise and Services: Performs or directs all actions required to conceptualize, plan, solicit, negotiate and award many kinds of acquisition and assistance actions of varying complexity. Conducts Acquisition and Assistance planning and subsequent pre-award activities fully supportive of USAID's strategic and special objectives and related results expectations and requirements.

a. Fully understands performance-based Acquisition and Assistance principles with a resulting capability to mold Acquisition and Assistance services into specific contributions to appropriate USAID objectives and lower-level indicators, outputs and inputs.

b. Organizes, directs, conducts and/or coordinates pre-bid/pre-proposal conferences for complex procurement actions, especially construction or architect-engineering actions, but also for complicated services (and perhaps even commodities). Ensures the proper establishment of requirements for bid and/or performance bonding in applicable requests for proposals.

c. Reviews requests for Acquisition and Assistance actions (to include consulting on

scope of work or program description documents), and manages the Acquisition and Assistance process whereby the comprehensive requirements of the Federal and USAID Acquisition Regulations (FAR and AIDAR), Contract Information Bulletins (CIBs), Acquisition and Assistance Policy Directives (AAPDs), Procurement Executive Bulletins (PEBs), Code of Federal Regulations (CFR), Office of Management & Budget Circulars (OMB Circulars), Automated Directive System (ADS), etc., are used to competitively, (or when justified, via other means), proceed through the entire offer/application solicitation process. The incumbent manages the technical and cost/price evaluation process plus subsequent negotiation processes in all actions (competitive or otherwise) to arrive at business management-appropriate acquisition and assistance instruments. This includes completing fully documented files with certifications, negotiation memoranda reflecting complete explanations for Contracting Officer decision rationale, a comprehensive record of commitments and obligations of the parties. Finally, the incumbent manages the award process from beginning to conclusion with fully executed contract or assistance documents.

d. Develops long-range plans for new or complex programs. Responsible for procurement planning activities in assigned organizations, which may include reviewing and clearing project papers and representing OAA at program planning meetings. Identifies within assigned major program(s) those significant subsystems, components, equipment and services to be acquired by contract, grant or cooperative agreement or Inter-agency Agreement. Develops objectives for the program in terms of competition and price range, and constructs the contractual or assistance vehicle, which includes the use of pricing arrangements, subcontracting policy, set-aside policies, and similar considerations. Prepares and maintains current acquisition plans, appropriate milestone charts, and related schedules and keeps OAA management informed of anticipated workload demands. Anticipates problems and provides advice to project personnel on effective implementation and time frames required.

e. Serves as an advisor to program officials in project planning meetings. Advises program officials of the procurement instruments to be used and assists in the preparation of requirements documents or program descriptions. Provides guidance and training to new project/technical staff on USAID regulations and FAR requirements. Collaborates in the development of evaluation criteria.

2. Post-award Expertise and Services. Performs all actions required to administer the complete variety of Acquisition and Assistance instruments from contractor/recipient mobilization through to closeout. Relies on a comprehensive mastery of the Mission Development Objective (DO) Plan, FAR, AIDAR, ADS, CFR, OMB Circulars and other procurement/assistance guidance sources to conduct output-based administration which enhances achievement of the Mission's program and assures timely delivery of the purchased supplies and/or services.

a. Exercises a proactive role during the administration phase to include coordinating with technical, controller, and legal officers, conducting meetings and conferences as required, maintaining good communications with contractors, recipients and grantees, interpreting contract or award provisions, and negotiating and finalizing instrument modifications when warranted.

b. Coordinates special requirements with other US Government offices and agencies, including the Office of Inspector General (OIG), Defense Contract Audit Agency (DCAA), General Accounting Office (GAO), and Small Business Administration. Ensures that the results contractually required are documented and that Acquisition and Assistance actions are properly closed out, to include final audits, resolving indirect cost matters and preparing any needed final modifications. Responds to Freedom of Information Act requests.

c. Provides backstopping services to technical team personnel by advising on resolution of special procurement problems associated with waiver requests, expediting deliveries, apparent overlapping of responsibilities, and resolution of claims. Conducts in-depth compliance review and evaluation of complex, unusual, or unprecedented contract actions requiring higher-level approval.

d. Responsible for contract administration sufficient to ensure contract terms and conditions are met and that the contractor delivers the required goods or services in a timely manner to achieve the objectives of the Agency's projects and programs. Responsibilities typically include periodic site visits, review of incremental funding requests, preparation of rate and cost adjustments, redirection of level of effort, coordination of time extension, incorporation of change orders, preparation of stop work orders, sub-awards consents, approval of key personnel, equipment purchases, property disposition reviews and approvals, preparation of cure notices or show cause letters, and contract closeout. Advises technical office counterparts, contractors and recipients on their administration responsibilities contained in the award. Evaluates the adequacy of the awardee's business management systems for areas such as personnel compensation, insurance subcontracting procedures, and results of the financial audits.

3. DO Team Membership and Support Services. Serves on one or more DO Teams and/or provides support to DO team located in USAID/Liberia as assigned or needed. Collegially represents the Office of Acquisition and Assistance viewpoint with the objective of having all team members fully understand and appreciate the key nature of the procurement and assistance function, how to obtain needed services or assistance to meet DO time schedules, as well as the statutory and procedural requirements established by Federal and USAID authorities for the purpose of protecting the U.S. Government's best interests.

4. Mission Support Services. As one of the Mission's Senior Acquisition and Assistance Specialists, provides crucial knowledge of the international and local contractor, recipients and NGO community via consultation and advice to Senior Mission Management. Establishes and maintains an authoritative Mission presence to include travel and provision of consultative advice on Acquisition and Assistance policies and procedures to external groups (e.g., other USG agencies, NGOs, public international organizations (PIOs), for-profit contractors, other donors, etc.).

a. Serves as a key trainer and advisor for Cooperating Country National (CCN) and Third Country National (TCN) Acquisition and Assistance staff, providing advice, training and support for mission CCNs and TCNs. The training/mentoring will be broad-based, to include job-specific technical training, informal day-to-day training and sharing of experience-based knowledge. The incumbent will counsel on consensus-building in a team environment, and methodology on professional conflict resolution technique.

b. Responds to protests and audits findings and recommendations by researching and developing necessary analysis, documentation, and history of the awards. Works with the Regional Legal Advisor in preparing the mission's position and provides assistance to the Contracting Officer to support the Government's defense on protests to the GAO, and programmatic and financial audits conducted by OIG and GAO.

3) Supervisory Relationship:

The incumbent works closely with all members of OAA and reports directly to the Contracting/Agreement Officer.

4) Supervisory Controls:

The incumbent is directly supervised by the Contracting/Agreement Officer or his/her designee, who makes assignments by defining objectives, priorities, and deadlines. Under the administrative oversight of the Contracting/Agreement Officer the incumbent independently plans his/her work; carries out successive steps of assignments; handles problems and/or deviations that arise in accordance with instructions, policies, and guidelines; and refers new or controversial issues to the supervisor for direction. The supervisor reviews work products from an overall standpoint in terms of feasibility, compatibility with other works, or effectiveness in meeting requirements.

11. AREA OF CONSIDERATION:

According to ADS 309.3.1.4(d), a “USAID policy is that the use of CCNPSCs is preferred over the use of TCNPSCs in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy. USPSCs are also preferred over TCNPSCs with equivalent qualifications.” Therefore, United States National (USN) offerors will be evaluated in isolation first and only when/if there is no USN qualified, only then Third Country National (TCN) offerors will be considered.

- Be a U.S. citizen or U.S. Permanent Resident (“green card holder”); or
- Be a Third Country National. Third Country National means an individual: (1) Who is neither a citizen nor a permanent legal resident of the United States nor of the country to which assigned for duty (Liberia), and (2) Who is eligible for return to his/her home country or country of recruitment at U.S. Government expenses;
- Submit a complete application as outlined in the solicitation section titled APPLYING;
- Be able to obtain a Medium Risk Public Trust (MRPT) access authorization;
- Be able to obtain a Department of State medical clearance (Class 1);
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested;
- Employment is subject to funds availability and all the required approvals obtained and

12. PHYSICAL DEMANDS:

The primary location of work will be the TCNPSC’s home of record. No special physical demands are required to perform the work.

The position will require travel to Liberia on temporary onsite assignments, not to exceed 42 days at a time.

13. POINT OF CONTACT:

Any questions about this solicitation may be directed to: LiberiaHR@usaid.gov.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

- a) Education:** A Bachelor's degree in accounting, business, management, finance, law, or economics is required. (Education requirements must be met at the time of application for the subject position).
- b) Work Experience:** Minimum of five (5) years of previous employment with progressively responsible experience in the field of acquisition and assistance execution, administration, cost and price analysis, procurement planning, and analysis and evaluation of proposals is required (Work experience requirement must be met at the time of application for the subject position).

III. EVALUATION AND SELECTION FACTORS

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

1. SELECTION PROCESS

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, the most qualified candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

2. EVALUATION FACTORS

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. On a supplement document included with the application package, applicants should cite specific, illustrative examples to address each factor. Applicants should describe specifically and accurately experience, training, education and/or awards they have received that are relevant to the factor. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically address the Evaluation Factors will result in the applicant not receiving full credit for pertinent experience.

FACTOR #1:

In 1,000 words or less, outline how you have demonstrated your knowledge in Acquisition and Assistance; provide examples of your success in one or more of the position's responsibilities: planning, solicitation, analysis of proposals, award negotiation, cost and price analysis, etc.

FACTOR #2:

In 500 words or less, outline how you have demonstrated an ability to work independently, manage competing due dates, and manage a complex negotiation.

FACTOR #3:

In 500 words or less, outline how you applied what you learned in formal education to the workplace, compared to what you have learned through on-the-job experience.

FACTOR #4:

In 250 words or less, describe your prior mentoring and coaching experience along with a success story in mentoring CCN employees.

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

3. BASIS OF RATING

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on the scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

Evaluation Factors

Factor #1	15 points
Factor #2	10 points
Factor #3	10 points
Factor #4	05 points

Interview Performance 60 points

Interview questions will revolve around the candidate's ability to:

- Work effectively in a team
- Quickly adjust to a challenging operational tempo
- Communicate effectively

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points: 100

IV. SUBMITTING OFFER

All applications must be submitted electronically by e-mail with the subject line **SOL-72066921R00005 – Contract Specialist (Senior Acquisition and Assistance Specialist)** to: LiberiaHR@usaid.gov

Attention: Executive Officer
USAID/Liberia Human
Resources Office

Applicants may submit an application against this solicitation prior to the closing date and time specified in Section I, item 3 mentioned above unless revised. The highest-ranking applications may be selected for an interview.

Qualified applicants must submit the following documents, or their applications will not be considered for this position:

1. U.S. government AID 302-3 form which is available at the following link: <https://www.usaid.gov/documents/1860/aid-302-3-psc-application-form>. Indicate on Section H (General) 1b. If you are a U.S Permanent Resident.
2. A current curriculum vitae (CV) or resume, not to exceed 3 pages.
3. A minimum of three (3) professional references with telephone and e-mail contacts, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
4. A supplemental document with written responses to the Evaluation Factors.

Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the work experience requirement. There is no exception to these requirements.

Short-listed candidates will be requested to provide educational documents such as transcripts for degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result in the rejection of their application from further consideration.

Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email must be compatible with Microsoft Word or PDF and not zipped. Note that attachments to email must not exceed 25 MB. Application letters and forms must be signed. Incomplete and unsigned applications/forms will not be considered.

Only short-listed candidates will be contacted.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The Contracting Officer will notify the selected applicant and provide instructions regarding how to complete and submit the following forms:

1. Declaration for Federal Employment (OF-306)
2. Medical History and Examination Form (DS-6561)
3. Pre-Deployment Physical Exam Acknowledgement Form (DS-6570)
4. Questionnaire for Sensitive Positions for National Security (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85)
5. Fingerprint Card (FD-258)

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized to the benefits and allowances listed in this section.

1. BENEFITS:

- 1) Contribution toward Health & life insurance
- 2) Pay Comparability Adjustment
- 3) Annual & Sick Leave

2. ALLOWANCES (If Applicable)*:

- 1) Temporary Lodging Allowance (Section 120)
- 2) Living Quarters Allowance (Section 130)
- 3) Post Allowance (Section 220)
- 4) Supplemental Post Allowance (Section 230)
- 5) Post Differential (Chapter 500)
- 6) Payments during Evacuation/Authorized Departure (Section 600)
- 7) Danger Pay (Section 650)
- 8) Education Allowance (Section 270)
- 9) Separate Maintenance Allowance (Section 260)
- 10) Education Travel (Section 280)

* Standardized Regulations (Government Civilians Foreign Areas).

*Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.

VII. TAXES

USPSC's are required to pay Federal income taxes, FICA, Medicare, and applicable State income taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing USPSC and TCNPSC awards are available at these sources:

1. USAID Acquisition Regulation (AIDAR),

- **Appendix D**, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including **contract clause “General Provisions,”**

- **Appendix J**, “Direct USAID Contracts with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at <https://www.acquisition.gov/aidar/aidar-appendix-j-direct-usaid-contracts-cooperating-country-national-and-third-country-national-personal-services-abroad>.

2. Contract Cover Page form AID 309-1 available at <https://www.usaid.gov/forms/aid-309-1>.

3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.

4. Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**.

See <https://www.oge.gov/web/oge.nsf/OGES%20Regulations>.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.